

**SECRET**

**ADMINISTRATIVE MEMO AEDUN**

2 June 1949

**SUBJECT: Liaison Control Procedure**

1. The liaison activities of OPC personnel are subject to the control and guidance set forth below:

a. Requests for the collection of intelligence information, including all classified documents, finished intelligence studies, reports, and maps, as well as all requests for the initiation of research studies, shall be addressed to Intelligence Support, Special Staff.

Intelligence Support will utilize the Office of Collection and Dissemination in all routine collection matters. Where the sensitivity of the matter to be collected may endanger OPC's mission, Intelligence Support will undertake such collection without recourse to OCD.

b. Requests for briefings, whether involving contacts within CIA or with other Governmental agencies, shall be made through Intelligence Support, Liaison Section. Intelligence Support shall be responsible for making all necessary arrangements, including not only the scheduling of appointments, but action to insure that the security classification of the contact is determined.

2. Intelligence Support will maintain the necessary liaison with the Research Branch of Inspection and Security, CIA, in order to determine the security classification of desired contacts. Intelligence Support will also maintain records of all OPC intelligence-liaison contacts. These records will be correlated with those maintained by ERO, COP, and CSO in order that it may be quickly determined which persons in CIA and in other Governmental agencies have been briefed on OPC and have been approved for liaison.

*all except  
last  
items also  
handled by  
OPC Registry*

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3. It is desired that the above system of liaison control provide a central clearing point in order to insure a simple and flexible handling of contacts; at the same time, the insecurity in any lack of liaison control will be avoided.

  
Assistant Director for  
Policy Coordination

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